

a. Purpose: To impart to the student a final recapitulation of the essentials of CIA organization, mission, functions and objectives, an acquaintance with certain CIA administrative procedures and an awareness of the value of good public relations.

- (1) Capsule roundup of the essentials of CIA organization, mission, functions and objectives.
- (2) Explanation of CIA administrative procedures selected on the basis of broad rather than intra-office interest.
- (3) Public relations - within CIA and between CIA and other agencies and departments.

2. PROGRAM

Lecture	30 minutes
Questions	20-30 minutes
Max. Total	1 hour

I. CIA Mission and Objectives

II. CIA Organization

III. CIA Functions

JOB NO. 13019
 IN CLASS 30
 NEXT REV DATE 8/1/80
 NO. 5582 OF 11
 CLASS 30
 REV 30

c. Lecture: CIA Administrative Procedures

Lecture 40 minutes (estimated)

Questions 10-20 minutes

Max. Total 1 hour (estimated)

d. Precis: Lecture content to be determined.

e. Lecture: CIA Public Relations

Lecture 40 minutes

Questions 10-20 minutes

Max. Total 1 hour

f. Precis - Lecture Content

I. Public Relations within your CIA office

A. Aims, results

B. Examples

II. Public Relations between CIA offices

A. Aims, results

B. Examples

C. Problems of special offices

III. Public Relations between CIA and other agencies and departments

A. CIA Policy

B. Liaison aims, channels and problems

C. Working level contacts

g. Farewell remarks

h. Checkout procedure as directed

(1) Includes submission of written comments on the Course.

i. End of the Training Course.